

27 March 1952

TO: Assistant Director  
Office of Collection and Dissemination

FROM: [REDACTED] Organization and Methods Examiner

SUBJECT: Report on Office of Communications, Area  
Top Secret Control Office

1. PROBLEM: Review of the operating methods of the Area Top Secret Control Office, Office of Communications, for the purpose of insuring compliance with basic Agency regulations and establishing uniform operating methods throughout CIA.

2. INCLUSIVE SURVEY DATES: 25 March 1952

a. Area Top Secret Control Officer:  
Alternate Top Secret Control Officers:  
Assistant Top Secret Control Officers:

3. FACTS BEARING ON THE PROBLEM:

a. Obvious Departures from Basic Agency System:

(1) Top Secret document files are decentralized to the Divisions and one master file copy is maintained by the Area TSCO. At the present time Top Secret files are incorporated with other classifications. However, preparations for separating these files are underway.

(2) Documents from outside agencies are received direct and assigned COMMO numbers.

(3) A green cover sheet is attached to the master file copy of each document, listing all actions and routing of copies of documents. Signed document receipts are also attached thereto.

(4) OPC hand-carries documents direct to persons within the Area, by-passing the Area TSCO. OPC also brings many documents in with OPC special cover sheets attached rather than the standard cover sheet.

Document No. 13  
NO CHANGE in Class. ☒  
☐ DECLASSIFIED  
Class. CHANGED TO: TS S G  
DDA Memo, 4 Apr 77  
Date: 21 MAR 1978 By: 026

Information

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(5) The Area TSCO and one alternate scan all documents and prepare a digest on Form 35-1, File and Routing Slip, which is used in the internal distribution. Volumes of documents on which digests have been prepared is 940 since August 1951 or over 100 per month.

b. Security Hazards:

(1) Incorporation of Top Secret and other classifications in the same files. As stated above, these files are to be separated in the near future.

c. Unique Problems:

(1) Cryptographic messages must be handled separately from Top Secret or any other classification. All personnel of COMMO have special cryptographic clearances. This problem is handled by routing all cryptographic messages unopened to COMMO Security Officer.

d. General Problems:

(1) OPC does not assign numbers to documents before COMMO has commented. It is, therefore, difficult to control these unnumbered documents. Solution to this problem will be recommended after examiner visits OPC.

4. CONCLUSIONS:

a. This Area is to be particularly commended for the observance by all personnel of channels in the control of Top Secret documents. The Area TSCO stated that COMMO has no problem of hand-carrying of documents outside the Area. Also, when documents are brought directly to individuals by other Areas, they are brought immediately to the Area TSCO for control. Support and cooperation by the Chief of COMMO have created this situation. COMMO is the first Area visited by the examiner in which channels of control are faithfully observed by all personnel.

b. Use of Form 35-1, File and Routing Slip, for internal distribution seems to be an excellent technique for Areas having numerous points of internal dissemination. COMMO retains two copies of the routing slip, files one by CIA control number and the other by source. As each addressee

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internally forwards the document, he returns a signed copy of Form 35-1 to the Area TSCO. Thereby, any document can be located internally with the minimum delay.

e. Preparation of a digest of each document on Form 35-1 is considered by the examiner to be unnecessary. Subject and source should be sufficient.

5. ACTION RECOMMENDED:

a. It is recommended that document receipts should be filed separate from the master file copy in chronological order, thus facilitating follow-up on return of signed receipts.

b. Digest of documents on Form 35-1 is considered time consuming and unnecessary. It is recommended that this practice should be eliminated to release time of two employees for other duties.

c. If the examiner's recommendation of a system to prevent over-classification is placed in effect, it is recommended that cognizance should be taken of the confusion between "Top Secret" and "Eyes Only" in indoctrinating review personnel.

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CONCURRENCES:

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